

RED RIVER AUTHORITY OF TEXAS

JOB VACANCY NOTICE

DISTRICT 14 MANAGER

Childress County, Texas Area

GENERAL DESCRIPTION

Provides responsible administrative and technical functions to govern a designated geographical area, defined as a district which contains distribution and/or collection facilities to serve the public. Maintains a State Certificate of Competency of a grade sufficient to meet the requirements of law. Work is performed under general supervision with considerable latitude for independent action and decision within the framework of agency policy and governing statutes. The District Manager is required to reside within the assigned geographical area and as centrally located to the principal demand center as practical.

ASSIGNED DUTIES

Operates and maintains all systems within the district in a businesslike manner in accordance with stated policy guidelines and under the direction of the Supervisor.

Is responsible for the proper management and support of all activities sponsored by the Authority within the assigned district.

Is responsible for the accurate and punctual reading of all service and master meters and forwarding same to the main office in accordance with a schedule provided.

Is responsible for the accurate and punctual filing of all related utility reports, expense vouchers, and vehicle use reports as set forth by the Policy.

Manages the district within the guidelines of an approved operating budget and in a cost conservative manner.

Acts as inspector on all contracted work performed to insure compliance with the project plans and specifications or General Specifications Manual.

Obtains an adequate working knowledge of all related facilities, customer accounts, and operating procedures in an asserted effort to maintain a high degree of integrity for the Authority and the public.

Follows up on all delinquent accounts and promotes prompt payment in accordance with stated billing practices.

Monitors all customers' account status to insure proper customer service and prevention of any unauthorized transactions from occurring.

Observes the terms and conditions of each service contract to insure a fair and equitable arrangement between the customer and the Authority.

Maintains cash-in-advance terms for all new connections and makes an accurate determination that all policy conditions and hydraulic capacity requirements have been complied with fully.

Collects water samples from select points throughout the distribution network of each system in accordance with Texas Commission on Environmental Quality Regulations for transportation to an approved laboratory for analysis.

Operates and maintains all assigned facilities, vehicles, and equipment in accordance with designed specifications and applicable statutes and exercises reasonable care of each.

Maintains an inventory of all assigned tools and equipment used in the performance of assigned duties.

Initiates all Service Contracts, Work Orders, and Status Change Orders in complete detail and follows up to insure completion of each transaction.

Obtains a working knowledge of the Communication Network and utilizes all assigned equipment in the normal course of business activities whenever possible.

Always meets the public with a high regard for courtesy and politeness and declines to reveal any pertinent information of the Authority's operations without prior approval of the Supervisor.

Various other duties as may be assigned by the Supervisor either temporary or permanent.

Opening Date:	November 5, 2021	Position:	District 14 Manager
Closing Date:	Until Filled	Monthly Salary:	Based on qualifications
Work Location:	Childress County Area	GS Code:	Based on qualifications
Excellent Benefits Package Available			

To apply for this position, please submit a completed State of Texas Application to info@rra.texas.gov, fax to (940) 723-8531 or mail to P.O. Box 240, Wichita Falls, TX 76307. Applications can also be delivered to 3000 Hammon Road, Wichita Falls, Texas 76310. Additional information on the Red River Authority of Texas can be found at www.rra.texas.gov.